



# Provider Access Policy Statement

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## Document provenance

This policy was approved by Trustees as follows –

Approver: Education Committee

Date of Approval: December 2022

Executive Leadership Team (ELT) Owner:

Date of Review: June 2023

National Director of Secondary

*Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every year. Should no substantive changes be required at that point, the policy will move to the next review cycle.*

## Purpose of this policy

This policy sets our Trust-wide statement to ensure that each secondary academy provides Year 8 to Year 13 pupils with their entitlement to hear from a range of education and training providers about approved technical education qualifications and apprenticeships.

Each academy will use this overarching policy statement to set out how external providers can work with our academies to have access to talk to and work with our Year 8 to Year 13 pupils. Each E-ACT secondary academy will publish their respective Provider Access Request access statements so that external providers know who to contact and how to work with our academies.

The information in this document supersedes the provider access statement and number of meaningful encounters in our current careers guidance.

## **Provider Access Statement**

### **1. Introduction and purpose**

- 1.1. The provider access legislation introduced in January 2018 requires all maintained schools and academies to publish a policy statement setting out opportunities for providers of technical education and apprenticeships to access year 8-13 pupils, and to make sure the statement is followed.
- 1.2. This policy statement sets out the Trust's position in meeting our statutory duty and guides each academy in establishing their arrangements for managing access of providers to pupils for the purposes of giving them information about the provider's education or training offer.
- 1.3. The policy statement includes:
  - an explanation of how the school will comply with the new legal requirement to put on at least six encounters with providers of approved technical education qualifications or apprenticeships, including the times at which access is to be given;
  - any procedural requirements in relation to requests for access e.g., the main point of contact at the school to whom requests should be directed;
  - grounds for granting and refusing requests for access e.g., details of timetabled careers lessons, assemblies or careers events which providers may attend; and should include the safeguarding policy; and
  - details of premises or facilities to be provided to a person who is given access e.g., rooms and resources to be made available in support of a provider visit. The policy statement should also include:
    - how the school will work with each visiting provider;
    - a list of providers that have previously been invited into the school;
    - if the school accepts live online encounters;
    - destinations of previous pupils; and
    - information about how a provider can raise a complaint and the procedure that will be followed.

### **2. Scope**

- 2.1. This policy applies to all E-ACT secondary academies and to any provider wishing to request access (See Appendix 1).

### **3. Legislation and regulation**

- 3.1. This policy complies with our legal obligations under Section 42B1 Section 42B and 45A of the Education Act 1997, as amended by The Skills and Post-16 Education Act 2022.
- 3.2. Each secondary academy will publish on their academy website their Provider Access Request statement so that external providers know who to contact and how to work with our academies. On each academy website this will also be linked to detailed information about the careers' education and guidance programme delivered by each academy for every eligible year group.

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<sup>1</sup> <http://www.legislation.gov.uk/ukpga/2017/19/section/2>

## 4. Pupil entitlement

4.1. E-ACT secondary academies must ensure that there is provision for different providers of approved technical education qualifications and apprenticeships to visit the academy and talk to all pupils in Years 8 to Year 13. We want E-ACT pupils to understand and learn about the many different qualifications and training courses available to them in pursuing a wide range of career routes and options for their future training and education needs.

4.2. Academies will ensure access to at least six encounters:

- **Two encounters for pupils during the ‘first key phase’ (year 8 or 9) that are mandatory for all pupils to attend**
- **Two encounters for pupils during the ‘second key phase’ (year 10 or 11) that are mandatory for all pupils to attend**
- **Two encounters for pupils during the ‘third key phase’ (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend**

**This will give pupils the opportunity:**

- To find out about technical education qualifications and apprenticeships opportunities, as part of a careers education programme, providing information on the full range of education and training options available at each transition point.
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships - through options evenings, talks, workshops, assemblies, group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

4.3 All six encounters will happen for a reasonable period of time during the standard school day.

4.4 Provider encounters that take place outside of school hours, for example parents evenings, will not count towards fulfilment of the legal requirement for six provider encounters, but will provide these complementary experiences for pupils and their parents.

4.5 Academies will work with providers to provide information to pupils that, as a minimum, includes:

- information about the provider and the approved technical education qualifications or apprenticeships that the provider offers,
- information about the careers to which those technical education qualifications or apprenticeships might lead,
- a description of what learning or training with the provider is like,
- responses to questions from the pupils about the provider or approved technical education qualifications and apprenticeships.

4.6 The Academy websites will also be updated to give details of the encounters and this will be communicated to parents.

## **Meaningful provider encounters and Management of Provider Access Requests**

4.7 One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the Making it meaningful checklist.

### 4.8 Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

Sheffield University  
Sheffield Hallam University  
HEPP  
HEPPSY  
Sheffield City Council  
Irwin Mitchell  
Sheffield College  
Longley Sixth Form  
Astrea Sixth Form  
Cambridge University  
South Yorkshire Police  
NHS  
Oxford University  
Department for Work and Pensions  
LC Electrical  
Armed Forces  
Sheffield Teaching Hospital  
First Steps  
Sheffield Uniited  
Sheffield Wednesday  
National Horse College  
QUALITAS Sports  
HSBC  
Learning Curve Group  
ASK  
Worksop Academy  
Department of Justice  
St Lukes  
YAFTA

### Destinations of our pupils

Last year our year 11 pupils moved to range of providers in the local area after school:

Sheffield College  
Longley Sixth Form  
Tapton Sixth Form  
High Storrs  
Kind Edwards  
UTC  
Notre Dame High School

All Saints Catholic High School  
Barnsley College  
Sheaf College  
Sheffield School of Health and Beauty  
Silverdale

#### **4.9 Management of provider access requests**

A provider wishing to request access should contact Scott Swallow, Associate Assistant Principal on [info@parkwoodacademy.org.uk](mailto:info@parkwoodacademy.org.uk)

4.10 The school offers the six provider encounters required by law and a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers. Please speak to our Careers Leader to identify the most suitable opportunity for you. The Headteacher and senior leadership team will ensure that using the details set out in Appendix 1 and the academy Provider Access Request statement, that providers understand fully what is required and how to set out their request.

4.11 To support Headteachers and senior leaders in the efficient and effective running of the academy, the Trust requests that contact with the academy is made as far ahead as possible, to give time for the academy to consider the access request and plan for a potential visit.

4.12 The Trust wishes to encourage as many providers as possible to meet and work with our Year 8 to Year 13 pupils and annually each academy will schedule events for pupils and parents, but as much advance notice as possible is very helpful.

4.13 In considering requests, Headteachers, senior leaders and leaders for careers education will review:

- How the request supports the programme of planned careers education and guidance for the targeted pupil group and the focus and appropriateness of proposed content;
- How the timing of the request can be included in the schedule of events for other careers events, assemblies, visits by other providers and employers;
- The timing of the request in relation to mock exams, final exams and moderation days, and other events already scheduled annually;
- Whether this is a return visit to the academy by the provider and the overall quality and impact previous visits had for groups of pupils;
- Availability of academy staff to support the visit;
- The availability and appropriateness of the academy accommodation to meet the needs of the request.

4.14 If a request cannot be accommodated by the academy, the academy will contact the provider and explain reasons why. If the request is suitable but the timing proposed is not practical within the current programme, the then the academy will work with the provider to determine an alternative date.

4.15 Any concerns or complaints, should be addressed to the Headteacher via the Academy office. Please access the Complaints Policy via our website on information on how to raise a non-parental complaint.

## **5. Opportunities for access**

5.1. As well as requesting to meet with particular Year 8 to Year 13 groups of pupils, providers may also wish to attend the specific careers events held at each academy annually.

5.2. These events provide good opportunity for providers to come into the academy to work on the careers programme and support pupils and parents.

5.3. Each secondary academy will publish an overview of the careers events per term on the academy website (Appendix 2).

## **6. Premises and facilities**

6.1. The academy will make the main hall, classrooms, and as necessary smaller meeting rooms available for discussions between the provider and pupils, as appropriate to the activity.

6.2. The academy will also make available Audio Visual (AV) and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the respective academy leader for careers education and guidance or a member of their team. Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils.

6.3. Visitors to academy buildings will be required to adhere to our safeguarding procedures in the academy.

6.4. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the leaders and careers education team in the academy.

## **7. Responsibilities**

7.1. The following responsibilities apply in relation to this policy:

- National Director of Secondary Education - is accountable for this policy and holding Regional Education Directors to account for ensuring that all secondary academies have published a full and comprehensive Provider Access Request statement;
- Regional Education Directors - responsible for ensuring each academy has in place a published Provider Access Request statement and checking these annually along with the published careers education programme information;
- Headteachers - are accountable in meeting statutory duties to provide a careers education programme for pupils, publishing the Provider Access

Request statement each year and ensuring that careers leaders in the academy work with external providers in upholding this policy.

- Academy Careers Leads are responsible for ensuring that all aspects for the careers education guidance is in place.

## **8. Timing and content of provider encounters**

- 8.1 Academies will design and tailor the programme of provider encounters so that, as pupils progress through school years 8 to 13, they can build up a clear picture of technical education and apprenticeship opportunities available to them at different stages. This means taking account of the key stage 4, post-16 and post-18 options that each provider offers when deciding which year group(s) would benefit most from meeting a provider.
- 8.2 Recognising that providers often have multiple qualifications and courses to offer to young people at different ages, the legislation includes flexibility for Academies to arrange meetings with the same provider across more than one 'key phase'. For example, an Academy may invite an FE college to talk to pupils in the first key phase (year 8 to 9) about key stage 4 options and to talk to pupils in the second key phase (year 10 to 11) about post-16 options. However, within the same key phase, schools must always provide encounters with two different providers to meet the legal requirement. This means that an FE college talking to pupils multiple times across year 10 and 11 (the second key phase) would only count as one mandatory provider encounter under the terms of the legal duty.
- 8.3 The Academy will not do anything which might limit the ability of pupils to attend Such as it restricts invitations to selected groups of pupils or hold events outside of normal school hours.
- 8.4 We will ensure that every provider gets the chance to present meaningfully to pupils and we will consider carefully the frequency and scale of encounters and work with providers to tailor them to the needs of pupils.
- 8.5 Persons acting on behalf of a provider may represent the provider, or accompany the provider, if they are particularly well placed to engage and inform pupils about the options available. For example, a University Technical College or an apprenticeship provider may ask to bring a key employer with them on a provider visit. We will consider such requests.
- 8.6 Schools and colleges will not require a Disclosure and Barring Service (DBS) check for a visitor who is in the school for a "one-off" visit. However, head teachers will decide on the appropriate level of supervision for the duration of the visit.

## **9. Approval and review**

- 9.1. This policy statement is approved by the Education Committee and then each year the Regional Education Director will review and approve academy Provider

Access Request statement and supporting careers education and guidance programme published on the academy website.



**Appendix 1**

**Provider Access Request**

**Name of E-ACT Academy: E-ACT Parkwood Academy**

**Address: Longley Avenue West, Sheffield, S5 8UL**

**Headteacher: Gemma Cottingham**

**Leader for Careers Education and Guidance: Scott Swallow**

**Telephone: 0114 2310221**

**Email: [info@parkwoodacademy.org.uk](mailto:info@parkwoodacademy.org.uk)**

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**Provider Access Request**

**Name of provider:**

**Main point of contact:**

Please outline below which year group/s you would like to meet with in your request.  
Set out the aims and content proposed for your visit and any AV requirements.

Please include proposed date and length of session/visit.

Submit this form to the Leader for Careers Education and Guidance as above

## Appendix 2

### Careers Programme of events - overview

**Name of E-ACT Academy: Parkwood Academy**

**Address: Longley Avenue West, Sheffield, S5 8UL**

**Headteacher: Gemma Cottingham**

**Leader for Careers Education and Guidance: Scott Swallow**

**Academic year: 2022 - 2023**

	Autumn Term	Spring Term	Summer Term
<b>Year 8</b>	Employability Skills: Working as a team, communication and resilience Employer Encounter- Public Service Roles <b>HEPP Presentation</b> – I Can Achieve– <b>Careers Fair</b> <b>Reading Scheme with Irwin Mitchell</b> Job Roles - Justice Service Roles Employer Encounter - South Yorkshire Fire and Rescue: Employer	Employer Encounter - First Responder Making the right choice - Assembly Hepp - Target 100 Employer Encounter - Royal Airforce: Employer Employer Encounter – HSBC Understanding Finance Higher Education – Personal Development	Future Weeks: Local Labour Market and Employer Encounters

	Autumn Term	Spring Term	Summer Term
<b>Year 9</b>	<p>Employer Encounter - Politics: Roles in the Civil service</p> <p>Employability through law and background - Workshop</p> <p>I can make informed decisions – HEPP Assembly</p> <p>Careers fair</p> <p>Employer Encounter – South Yorkshire Police</p>	<p>Employer Encounter - SWFC</p> <p>Team work and cohesion and Work expectations: PD</p> <p>Options Workshops</p> <ul style="list-style-type: none"> <li>- Making decisions</li> <li>- What jobs link to what subjects</li> <li>- How can you aspire?</li> </ul> <p>I belong in HE- HEPP Assembly</p> <p>Amplify: Sheffield University</p>	<p>Future Weeks: Local Labour Market and Employer Encounters</p>
<b>Year 10</b>	<p>Apprenticeships: Assembly Sheffield College</p> <p>Finance and choices Personal Development</p> <p>Careers Fair</p> <p>Discover Us – Sheffield University</p> <p>Mock Interviews</p> <p>Welfare support/Money Support/Financial Management - Personal Development</p> <p>Preparing to leave home - Personal Development</p>	<p>How is society changing around us. Changes in the job market- Personal Development</p> <p>Me and My Degree – Sheffield University Presentation</p> <p>Enhancing your computing skills Pt 1 – Pupils becoming more proficient on office 365 programs</p>	<p>Work Experience Week</p> <p>When I Grow Up – HEPPSY</p> <p>She Can</p> <p>Help, I Don't know what to do. Sheffield University Workshops</p>
<b>Year 11</b>	<p>Longley Sixth Form Visit</p> <p><b>Careers Fair</b></p> <p>CV writing workshop</p> <p>Application: A How to Guide: Workshop</p> <p>HEPPSY 1-1 Advice</p> <p>Discover Us – Sheffield University</p> <p>SYFR: Employer Encounter</p> <p>Preparing to leave home – Personal Development</p> <p>1-1 Careers Guidance</p>	<p>Drive Start: Employer Encounter</p> <p>What next after Y11 for high achievers - HEPPSY</p> <p>Enhancing your computing skills Pt 1 – Pupils becoming more proficient on office 365 programmes – KS4 IT</p> <p>What to expect from Uni – HEPPSY</p> <p>Resilience and Challenge in the workplace – Personal Development</p> <p>Post 16 Application Support</p> <p>1-1 Careers Guidance</p>	

	Autumn Term	Spring Term	Summer Term
		Apprenticeship Presentation Sheffield College Help I don't know what to do -HEPPSY SWFC: Employer Encounter	
<b>Year 12</b>			